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		23 JULY 87
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**REMARKS**

#1 - FOR ACTION: PLEASE RESPOND DIRECT WITH  
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SUSPENSE: 31 JULY 1987

NOTE: DOCUMENT RECEIVED IN O/DDA ON 22 JULY.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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United States  
**Office of  
Personnel Management**

Washington, D.C. 20415

JUN 11 1987

In Reply Refer To

Your Reference

## MEMORANDUM FOR HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

FROM: *Juan Ramirez*  
Special Assistant Director  
Recruiting and Special Personnel Programs

SUBJECT: Hispanic Employment Program Achievement Award

The purpose of this memorandum is to announce the opening of the nomination period for the Washington Metropolitan area 1987 Hispanic Employment Program (HEP) Achievement Award. Awards will be presented at an awards luncheon during National Hispanic Heritage Week, September 13 - 19, 1987.

Nominations will be accepted only for the Washington, DC Metropolitan area and must be submitted to this office by July 31, 1987. Please send your nomination to:

Mr. Juan Ramirez  
Special Assistant for Hispanic Programs  
Recruiting and Special Personnel Programs  
Office of Personnel Management  
1900 E Street, NW., Room 6349  
Washington, DC 20415

Agencies are encouraged to use incentive award channels for solicitation and selection of nominees. An original and four copies of the agency's final selection should include the following:

- a) Name and telephone number of agency contact;
- b) Narrative of the nomination; and
- c) Biographical data sheet

To facilitate the nomination process, we are forwarding a copy of the nominating guidelines.

This award provides agencies with the opportunity to give honorary recognition at the local and national level to HEP Managers and others who have made outstanding contributions for furthering equal opportunity for Hispanics in the Federal Government. We encourage all agencies to participate in this program and to publicize the achievements of employees nominated for this award.

Enclosure

## **GUIDELINES FOR THE HISPANIC EMPLOYMENT PROGRAM ACHIEVEMENT AWARD PROGRAM**

The Hispanic Employment Program (HEP) Achievement Award Program is sponsored by the U.S. Office of Personnel Management (OPM), Recruiting and Special Personnel Programs, and administered by local Federal Executive Boards (FEB) and Federal Executive Associations (FEA). In the Washington Metropolitan area, the program is cosponsored by OPM and the Washington Council of Hispanic Employment Managers.

### **ELIGIBILITY**

HEP managers or other Federal employees who have made outstanding contributions toward furthering the objectives of the Hispanic Employment Program.

- a) The awards will be given for specific accomplishments which can be measured.
- b) Nominees must have held their positions for at least 1 year before nomination or receipt of the award and must have worked within the area from which nominated.

### **QUALIFICATION CRITERIA**

The qualifying period is established as 1 year in the nominee's present position.

**Field Offices:** Agencies should contact the nearest or appropriate FEB or FEA to ascertain when the local Achievement Awards program will be held.

**Washington Metropolitan Area:** Nominations must be made by agencies to the Special Assistant for Hispanic Programs, Recruiting and Special Personnel Programs, Office of Personnel Management, 1900 E Street, NW, Room 6349, Washington, DC 20415, by July 31, 1987. Late nominations will not be accepted.

Nominations must be signed by the agency head or his/her designee and the EEO Officer or Personnel Director.

### **SELECTION OF RECIPIENTS**

The selection review panel will be composed of: two EEO Officers; one HEPM; the Chair of the Council of HEP Managers; and one individual from the private sector.

Persons nominated or EEO Officers who nominate employees for this award may not participate in the selection review panel.

2.

### **DESCRIPTION OF AWARD**

The award consists of the HEP insignia placed on the marble paperweight described in FPM Letter 720-5.

### **NOMINATION CRITERIA**

The basic criterion for nomination is outstanding performance in three or more of the categories listed below. The examples provided are not all inclusive.

1. Develop and implement procedures which have increased Hispanic employment in the nominee's respective agency.

Examples: a) Development of a proposal to target recruitment of Hispanic men and women.

- b) When applicable, implementation of the bilingual/cultural certification authority.

2. Active cooperation with community organizations on programs that directly affect the recruitment, hiring, training, and advancement of Hispanics in the Federal Government, or programs which promote and advance Hispanic employment.

Examples: a) organize/participate  
job fairs

- b) Conferences/conventions
  - assist in organization/publicity
  - conduct workshops

3. Enhance the opportunities or strengthen the performance of the agency's Hispanic employees by encouraging the development of projects or programs.

Examples: a) organize/deliver

- training
- special workshops

- b) promote
  - developmental details
  - opportunities in upward mobility and co-op programs
  - dissemination of information (i.e., development of newsletters)
  - visibility of Hispanics in the agency (i.e., organize employee associations)

3.

4. Participation in and contributions to committees, task forces, etc., that result in concrete accomplishments.

Examples: a) special committees/task forces such as HEP Council's special committees, etc.

b) presentations/speeches, training, etc.

5. Other activities with professional associations, community organizations, and/or civic groups that concentrate their efforts in addressing the needs and problems of Hispanic: youth, women, handicapped individuals, veterans, etc. Describe specific actions/projects which have impacted significantly upon the Hispanic community or the Hispanic Employment Program.

#### **NOMINATION PACKAGE**

The nomination package consists of five copies of the nomination form (Enclosure A) and a narrative description of the nominee's accomplishments.

ENCLOSURE A

**HISPANIC EMPLOYMENT PROGRAM ACHIEVEMENT AWARD  
NOMINATION FORM**

NAME OF NOMINEE: \_\_\_\_\_

TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

LENGTH OF SERVICE

AS AGENCY HEPM: \_\_\_\_\_  
(IF APPLICABLE)

NAME OF NOMINATING OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOMINATING OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AGENCY HEAD OR DESIGNEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF EEO/PERSONNEL OFFICER

\_\_\_\_\_  
DATE